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United Nations Procurement Division  
13-14 July 2010

**DOING BUSINESS WITH THE UNITED NATIONS (UN)**

# How to do Business with the United Nations (UN)



## A. Overview of the United Nations Procurement System



### UN Procurement Statistics



### How to Identify Business Opportunities



### General UN Procurement Procedures



## B. United Nations Secretariat Procurement Division



## C. The UN Global Compact



## D. Your questions and more info....





## A. Overview





## Overview

- The United Nations is made up of a variety of organizational entities:
  - Funds & Programmes
  - Specialised Agencies,
  - Secretariat: UNHQs, Offices Away From Headquarters, commissions, tribunals and field peacekeeping missions.
- Each organization has a distinct and separate mandate covering the political, economic, social, scientific, humanitarian, and technical fields.





- **United Nations Development Programme (UNDP)**

Major goods/services: Telecommunications, electrical, laboratory and agricultural equipment, Medical supplies and equipment, Water supply systems, Pharmaceuticals, Educational, training and social services

- **United Nations Children's Fund (UNICEF)**

Major goods/services: Vaccines/biologicals, Pharmaceuticals, Educational supplies  
Medical supplies and equipment, Water and sanitation, Bed nets

- **World Food Programme (WFP)**

Major goods/services: Food, Transport, Warehousing and Logistics, Vehicles, IT Equipment, Communication Equipment

# UN Funds & Programmes



- **Food and Agriculture Organization (FAO)**

Major goods and services: Chemicals, Grain mill products, starches & starch products, Agricultural produce, Machinery, special purpose, Transport equipment, Animals and animal products

- **World Health Organization (WHO)**

Major goods and services: Pharmaceutical products & Vaccines, X-ray/Radiological apparatus, Administrative supplies, office furniture, Laboratory supplies, equipment and instruments, Medical and surgical equipment, Transport ,HIV Test Kits, Dental instruments and appliances

# UN Specialized Agencies

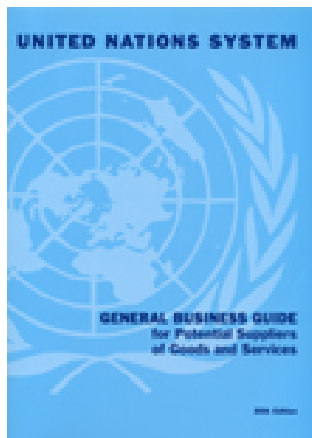
# Identify Relevant Agencies

<http://www.ungm.org/Info/Publications.aspx>

## Annual Statistical Report on United Nations Procurement



## General Business Guide

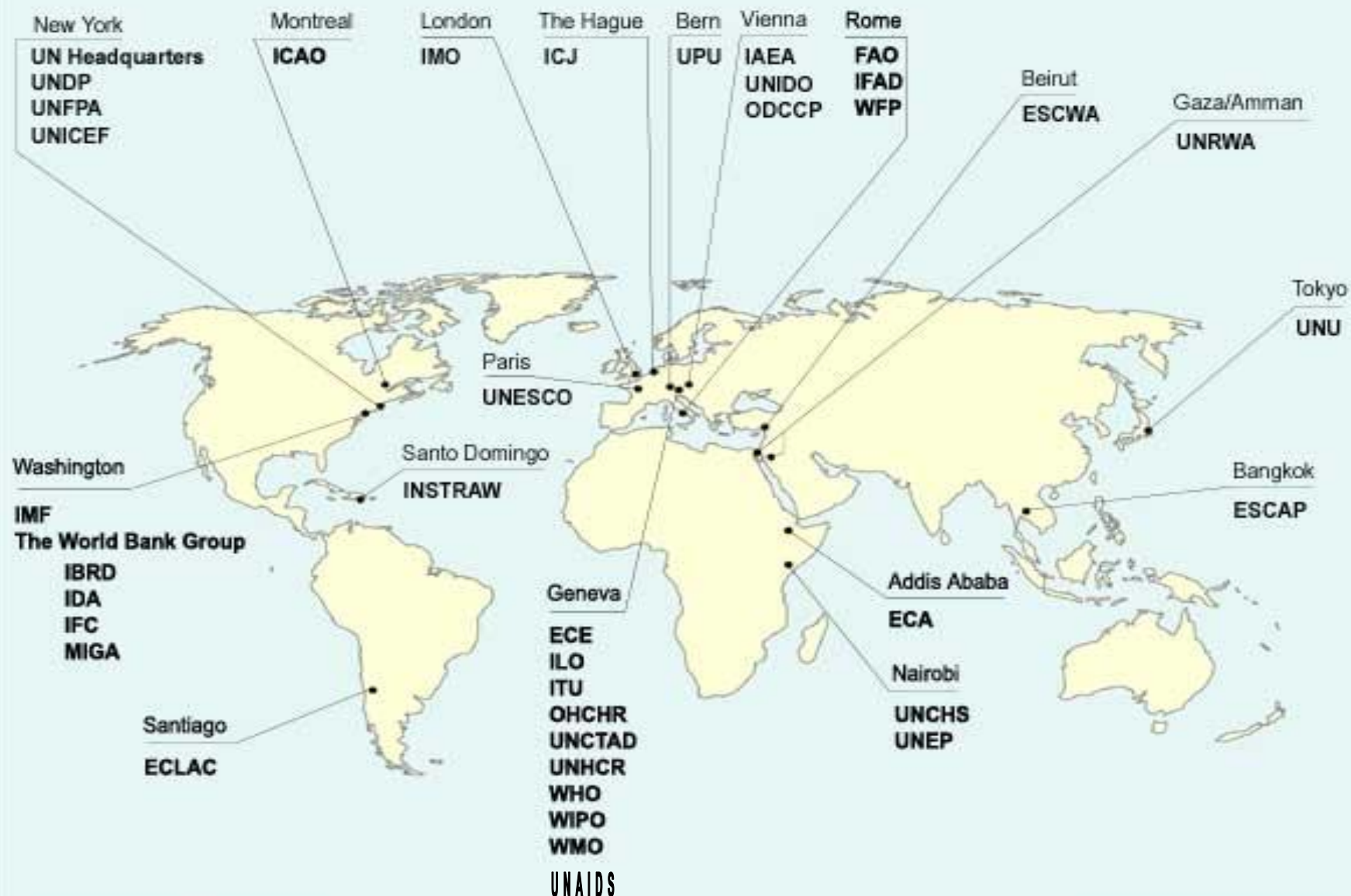


## Practical Tips





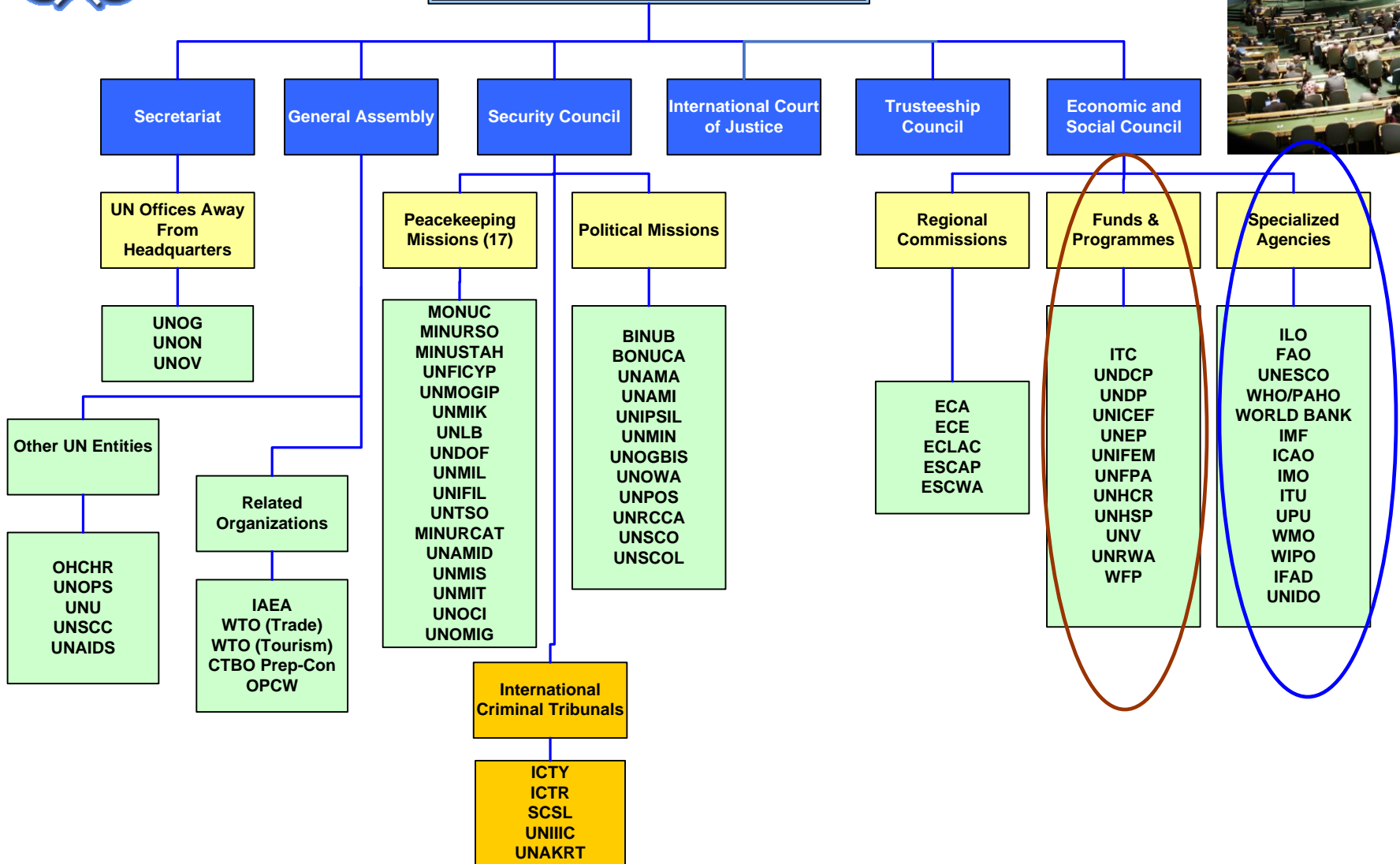
# PRINCIPAL UNITED NATIONS OFFICES AROUND THE WORLD







# The United Nations





## Useful General Addresses

[www.iaea.org](http://www.iaea.org)  
[www.ilo.org](http://www.ilo.org)  
[www.intracen.org](http://www.intracen.org)  
[www.unesco.org](http://www.unesco.org)  
[www.unfpa.org](http://www.unfpa.org)  
[www.unhcr.ch](http://www.unhcr.ch)  
[www.unicef.org](http://www.unicef.org)  
[www.unido.org](http://www.unido.org)  
[www.unops.org](http://www.unops.org)  
[www.undp.org](http://www.undp.org)  
**[www.un.org](http://www.un.org)**  
[www.unrwa.org](http://www.unrwa.org)  
[www.wfp.org](http://www.wfp.org)  
[www.wipo.int](http://www.wipo.int)

International Atomic Energy Agency  
International Labour Organisation  
International Trade Centre  
UN Educational, Scientific and Cultural Organization  
UN Populations Fund  
UN High Commissioner for Refugees  
UN Children's Fund  
UN Industrial Development Organisation  
UN Office for Project Services  
UN Development Program  
**UN Secretariat**  
UN Relief and Works Agency  
World Food Programme  
World Intellectual Property Organisation





## Overview

### **EACH ORGANISATION.....**

- has its own specific requirements for goods and services
- may conduct its own procurement activities
- follows, in general, common principles for procurement rules and regulations
- constitutes a separate and distinct customer/partner
- has its own tempo, portfolio, specific characteristics

**YOU MUST LEARN ABOUT IT .....**



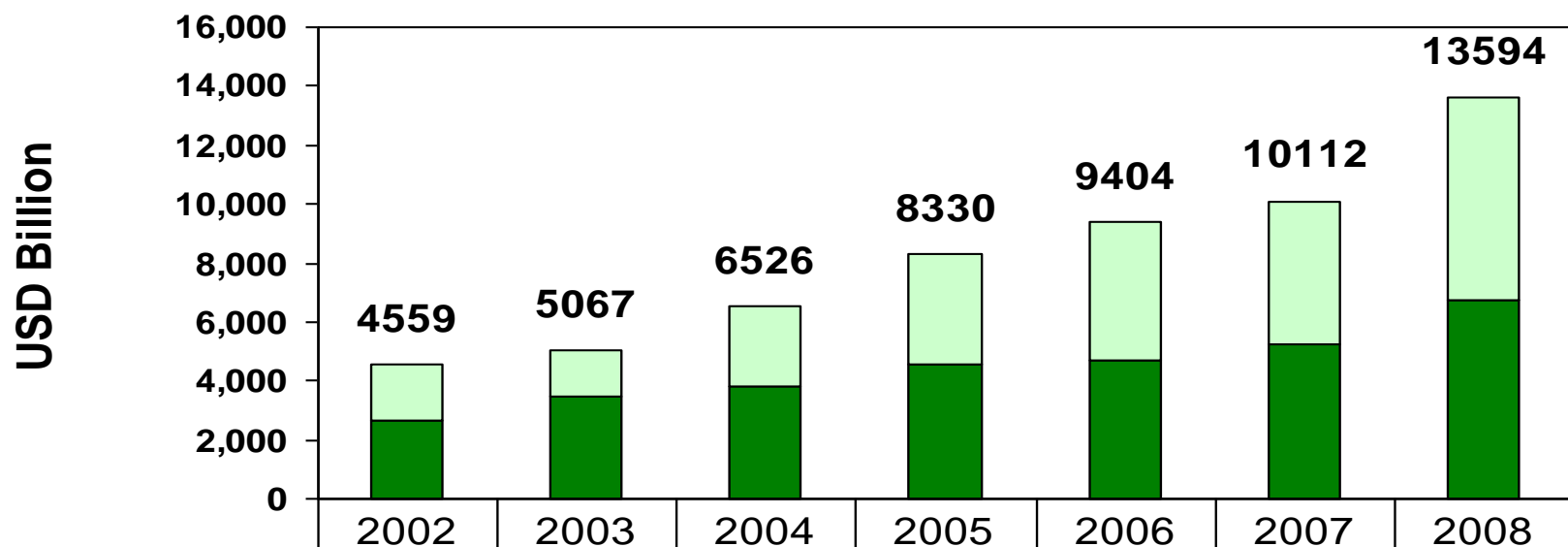


Statistics (UN procurement system)





## Total UN Procurement of Goods and Services (UN System) 2008



Services	1936	1576	2743	3777	4739	4811	6840
Goods	2623	3491	3783	4553	4665	5273	6754
Total	4559	5067	6526	8330	9404	10112	13594

■ Goods

■ Services





## Major Items procured by the UN procurement system

### Goods

- Food
- Pharmaceutical Supplies
- Vehicles
- Computers and Software
- Shelter and Housing
- Telecommunications Equipment
- Laboratory Equipment
- Chemicals (POL)
- Building Materials

### ▪ Services

- Security Services
- Outsourced Personnel Services
- Engineering Services
- Construction
- Corporate Services
- Freight Services
- Printing Services and Equipment Rental
- Consultancy Services
- Telecommunication Services





How to Identify Business Opportunities



## Pre-registration – Are you ready to supply to the UN (1/2)

### UN market knowledge

- UN structure
- UN procurement procedures
- UN requirements
- Range of goods and services
- International experience
- Existing customers/references

### Languages

- English primary language
- Local languages

### Standards

- International standards
- Best value for money







## Pre-registration – Are you ready to supply to the UN (2/2)

- Country knowledge, after sales services
- Capacities: Financial, personnel, equipment  
Mobilization  
Acquisition project size
- Persistence, endurance, patience
- Supplier code of conduct:  
[http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)
- Analysis, feedback and adjustment





# United Nations Global Marketplace

guest

[Home](#)[Registration](#)[Notices](#)[UNCCS Codes](#)[Member States](#)[Knowledge Centre](#)[About/Contact](#)

## Login

Username

Password

☐ Remember me next time.

[Log In](#)

[Forgotten Password?](#)

## Links

[Supplying the UN](#)  
[Publications](#)  
[UN Useful Links](#)  
[UN System of Organizations](#)  
[Global Compact](#)

## Welcome on the UNGM - United Nations Global Marketplace

### • REGISTER

Submit your company's details to UN agencies for approval to become a **potential supplier**. By registering in UNGM you ensure to be in the database that UN buyers use when searching for suppliers.

### • ACCESS BUSINESS OPPORTUNITIES

Access online to **tender opportunities** published by UN agencies on UNGM as well as contract awards.

### • SUBSCRIBE TO THE TENDER ALERT SERVICE

Get **business opportunities** with the United Nations that match your company's goods or services delivered directly to your inbox

[Sign up free](#)



For UN Procurement Staff  
[Click here to register](#)

Registration is mandatory



## UNGM Tender Alert Service

- Value-added service offered by UNGM
- Online and easy subscription to the Tender Alert Service on [www.ungm.org](http://www.ungm.org)
- Receive relevant business opportunities
- Automatic e-mail tender alerts
- UNGM Interactive Guide available to guide potential suppliers to subscribe to this valuable service.





## Registration and Post registration process

- Registration with the UNGM
- Continue UN market research
- Thorough information about procurement
- Obtain systematic / regular information about current procurement activities / opportunities
- Keep yourself up-to-date and update regularly your vendor profile







## Post registration process

Bid according to tender documents & instructions

- Administrative mistakes may lead to rejection of bid
- Observe international norms and standards or equivalent
- Seek clarification in case of questions
- If unsuccessful obtain debrief for your strength & weakness
- If successful – perform according to contract
- UN requires highest standards of performance!





# Overview of UN Procurement System Procedures



## Common Guidelines for UN Procurement system

Procurement activities of the UN system are based on the following principles:

- The objectives/needs of the UN Organization
- Fairness, integrity & transparency through international competition
- Economy & effectiveness
- Best value for money

These Common Guidelines cover procurement stages from sourcing to execution of a procurement contract.







## UN Vendor Sourcing

- Competitive suppliers of previous procurement exercises
- Past performance
- Suppliers of the required goods or services, found on the UN Global Market (UNGGM)
- Codification (UNCCS)
- Automatic tender reference for UN Procurement Division
- Through calls for Expression of Interest (EOI)
- Search of World Wide Web
- Trade Missions, Chambers of Commerce
- Information exchange with other UN Agencies







## **Expression of Interest and Types of Solicitation**

- **Expression of Interest (EOI)**
- **Request for Quotation (RFQ)**
- **Invitation to Bid (ITB)**
- **Request for Proposal (RFP)**





## Thresholds/Award for types of solicitation

- Up to [40,000 USD]  
Local, informal, simplified acquisition procedure  
Requests for Quotation (RFQ)
- Above [40,000 USD]  
Invitation to Bid (ITB) and Request for Proposal (RFP)  
Open and formal: advertised (on the web) generally larger shortlist  
(minimum 6 potential bidders)  
Public bid opening
- Contract award – Contract authority  
Review and recommendation by independent body for higher value contracts





## Bid Evaluation Criteria (not exhaustive list)

- Acceptance of UN payment terms, terms & conditions, contract template, liability, legal capacity, etc.
- Delivery Terms (INCOTERMS 2000)
- Delivery Time
- Technical Requirements
- Recognized International Standards or similar
- Supporting Documentation
- Proven Production Capacity & Financial Strength
- Warranty Conditions
- Appropriate After-sales Service
- Previous Contract References
- Price (life cycle cost)





## Common General Terms & Conditions

- UN General Clauses Conditions of Contracts (2008) for Goods, Services, Combination, Construction
- Most provisions are common within the UN procurement system, however some provisions may vary in text depending on individual agency requirements.
- Potential suppliers are encouraged to familiarise themselves with the UN Terms & Conditions (UNGCC)
  - Immunity & Privileges
  - Bid and Performance bonds
- UN Supplier Code of Conduct







**B. United Nations Secretariat  
Procurement Division (PD)  
New York**



## Key Features of the UN Secretariat

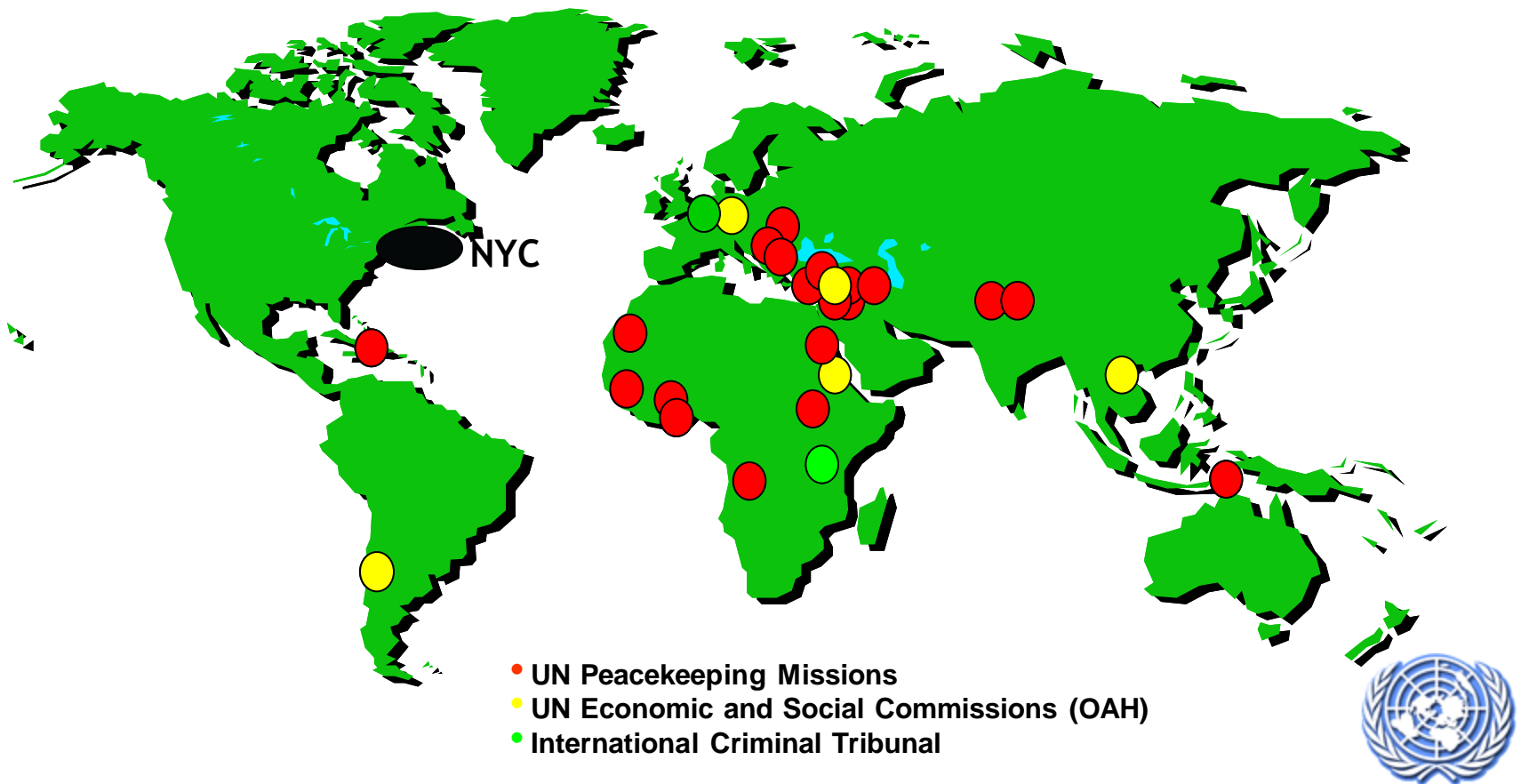
- Generalist procurement organization
- World wide operation
- Previous procurement principles apply plus “zero tolerance policy”
- Additional provisions for internal control, e.g. post employment and risk management
- Easy registration process (next brief)
- Detailed general and specific information available at: <http://www.un.org/depts/ptd/contact.htm>

Your commitment – Our Support - Your success !





## The United Nations Secretariat - Area of operation





## **New York HQs and Field Missions: types of Goods and Services**

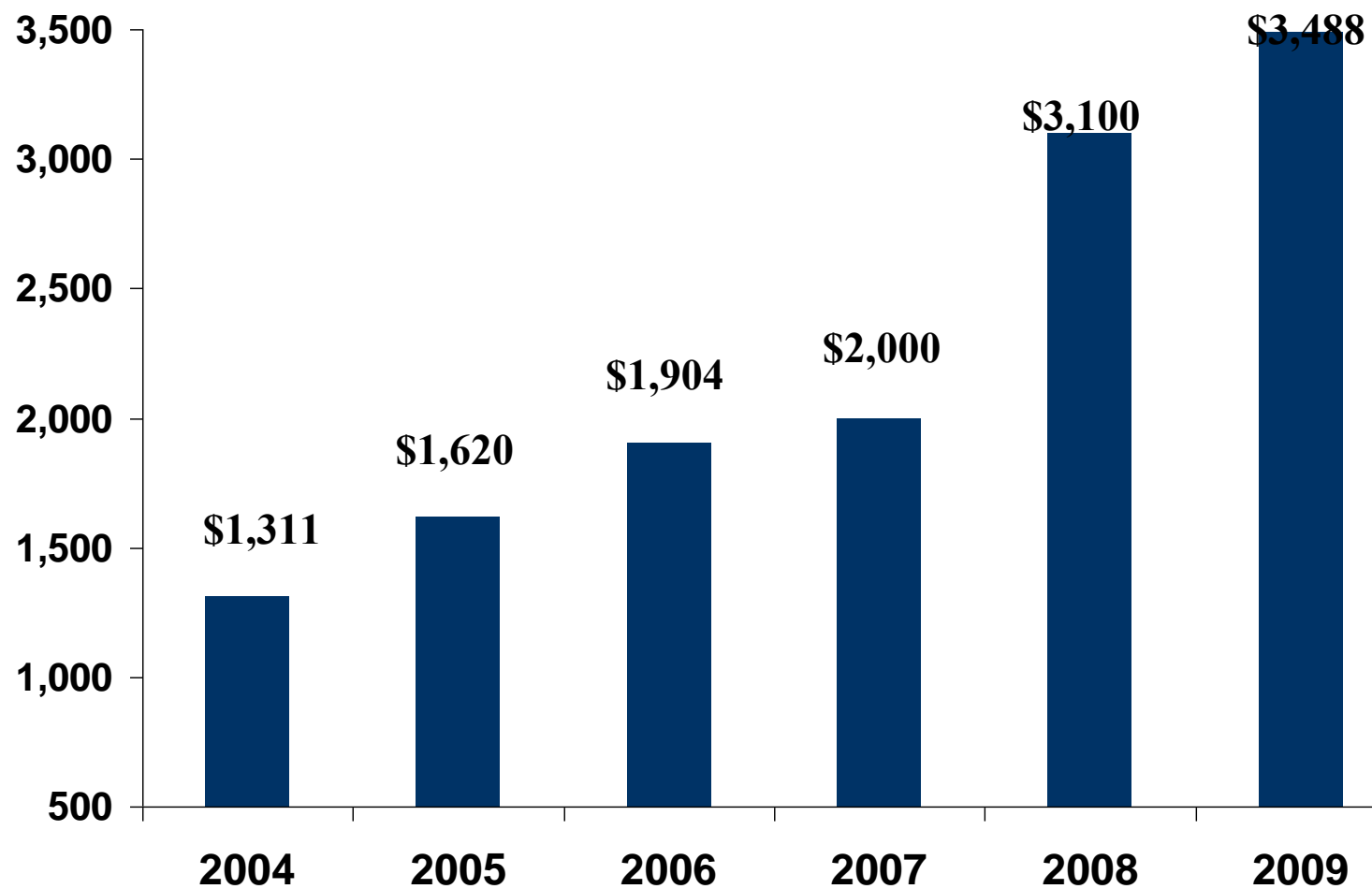
- **Air Transportation Services**
- **Chemical & Petroleum Products**
- **Telecommunication Equipment & Services**
- **Food Rations & Catering Services**
- **Motor Vehicles/Parts & Transportation Equipment**
- **Computer Equipment and Services**
- **Logistics & Freight Forwarding**
- **Prefabricated Buildings**
- **Inspection & Related Services**
- **Architecture, Engineering & Construction Related Services**
- **Electrical Apparatus & electronic component**
- **Real Estate Lease & rental**
- **Banking & Investment**
- **Security Equipment**
- **Pharmaceutical products and vaccines**
- **Medical Equipment**





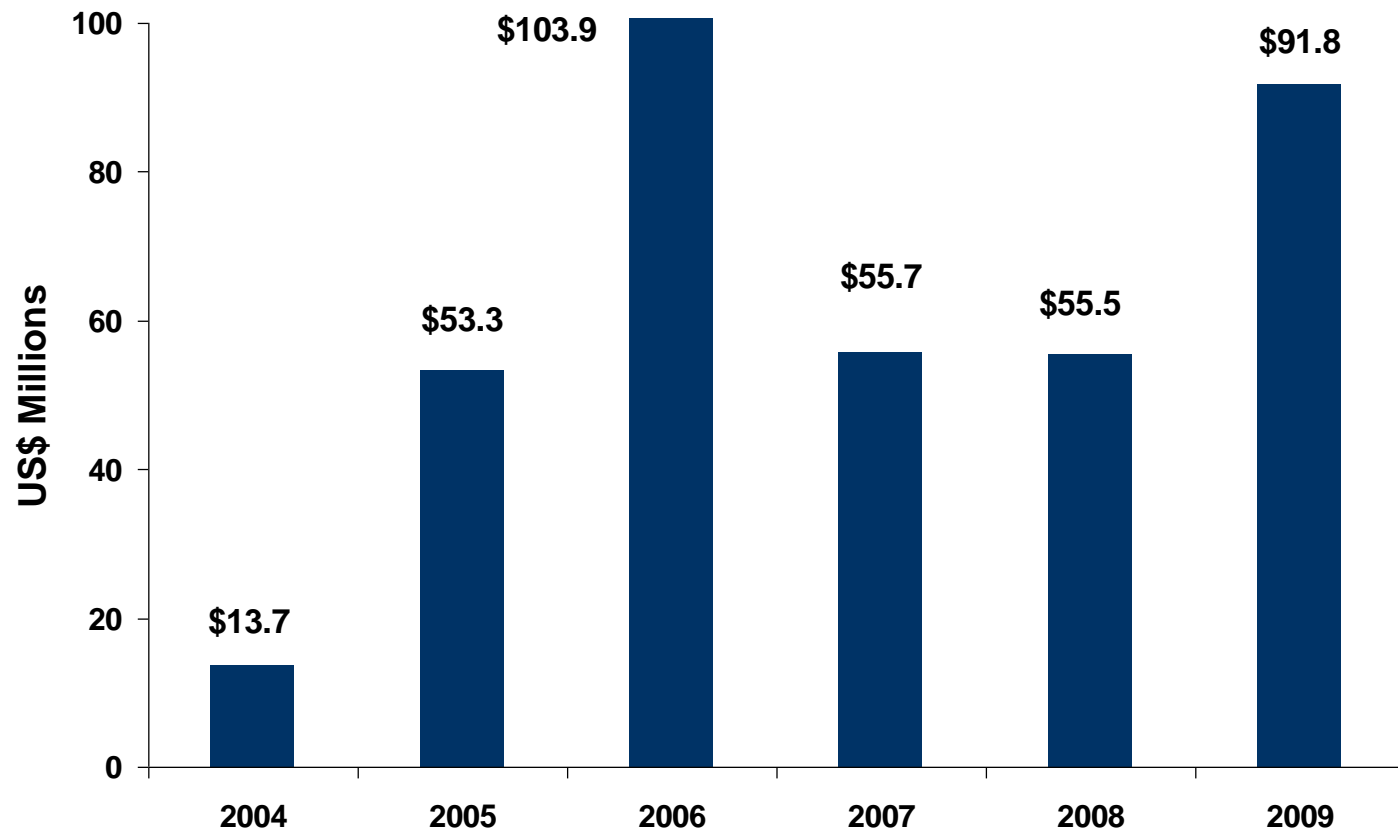


## Procurement Trend 2004-2009 (in US\$ millions)





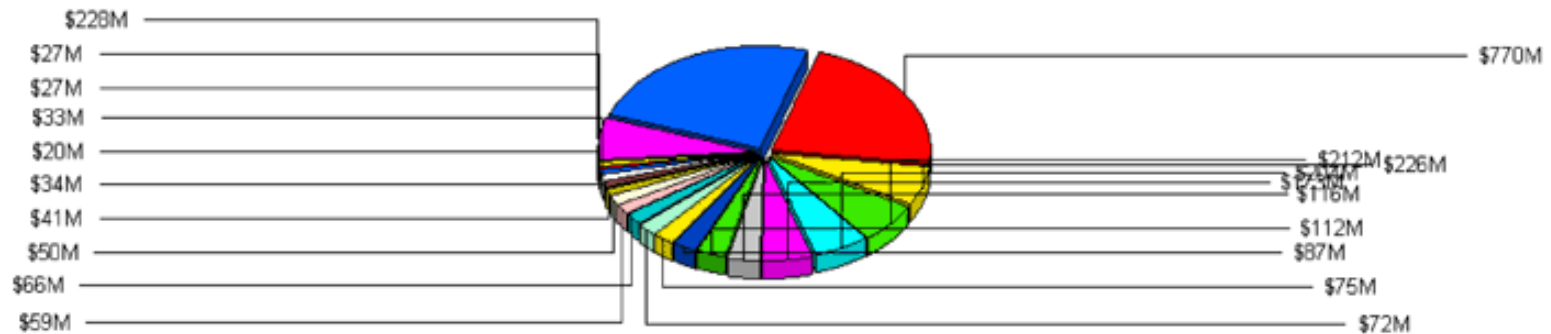
## Business Placed with USA Suppliers 2004-2009 (in US\$ Millions)



# Major Goods and Services Purchased in 2009 in Millions (US\$)

## Procurement Division

### Major Goods and Services Purchased in 2009 in Millions (US\$)



Architecture, Engineering & Construction Related Services	\$956M	24.5%
Air Transportation Services	\$770M	22.1%
Chemical & Petroleum Products	\$226M	6.5%
Freight Forwarding & Delivery Services	\$212M	6.1%
Food Rations/Catering Services	\$204M	5.8%
Motor Vehicles/Parts & Transportation Equipment	\$173M	5.0%
Telecommunication Equipment & Services	\$116M	3.3%
EDP Equipment and Maintenance Services	\$112M	3.2%
Rental & Lease	\$87M	2.5%
Maintenance & Repair Services	\$75M	2.2%
Prefabricated Buildings	\$72M	2.1%
Banking & Investment	\$66M	1.9%
Building Management & Maintenance	\$59M	1.7%
Travel and Related Services	\$50M	1.4%
Management Services	\$41M	1.2%
Generator Sets	\$34M	1.0%
Tools & Hardware	\$33M	1.0%
Cleaning & Waste Disposal Services	\$27M	0.8%
Security & Safety Equipment & Services	\$27M	0.8%
Air Conditioning, Heating & Plumbing	\$20M	0.6%
Others	\$228M	6.5%
Total:	\$3,488M	100.0%



## Bid & Vendor Review

The United Nations Secretariat Procurement Division is committed to the continuous improvement of its operations and relationships with the vendor community.

- Award Review Board
- Senior Vendor Review Committee







# UN Procurement Division

[Home](#)[About Us](#)[Vendors](#)[Business Opportunities](#)[Conditions of Contract](#)[Awards](#)[Contacts](#)[Statistics](#)[Global Compact](#)[Employment](#)[FAQ](#)[Complaints](#)[Procurement Links](#)

## Welcome to the United Nations Procurement Division (UNPD)

November 12, 2009

Welcome to the United Nations Procurement Division's website. To learn more [About Us](#) and the many opportunities this site offers please see the key features of each of the above listed options. The menu is specifically designed to meet the increasing demands of Vendors seeking registration and Business Opportunities with the UN. Information about the UN General [Conditions of Contract](#) and contract Awards is equally available at this site.



### Vendor Registration

The United Nations Procurement Division (UNPD) is pleased to announce that registering with UNPD is now a "One-Step" fully "On-Line" process. In its continued partnership with the [United Nations Global Marketplace \(UNGM\)](#), UNPD and UNGM have worked together to provide vendors with a powerful yet easy-to-use tool to prepare and submit an on-line application for registration with UNPD. [more...](#)

### Expression of Interest

The information contained in this page is intended to encourage new vendors of relevant products and services to register with the Procurement Division of the United Nations. [more...](#)



### Procurement Division Bulletins

- ❖ Vendor Letter NEW
- ❖ Separation of the Financial and Technical Proposals
- ❖ New Developments - New Information Products on Business Opportunities/ Registration
- ❖ Article outlining the evolution of UN Secretariat Procurement practices
- ❖ UN Procurement Manual in French
- ❖ Doing Business with the United Nations Secretariat
- ❖ Air Charter Conference on 17 November
- ❖ Open Letter to Vendors - Zero Tolerance Policy for Gifts/Hospitality
- ❖ Vendor Registration "One-Step" fully "On-Line" process
- ❖ Important Reminder to All Fully Registered Vendors
- ❖ Skanska's UN Capital Master Plan Subcontractor Website

# www.un.org/depts/ptd



## UN Capital Master Plan (CMP) – Business Opportunities

- The mission of the Office of the Capital Master Plan is to manage the historic renovation of the United Nations New York Headquarters Complex and to execute the renovation on time and within budget, in a safe, accountable, and transparent manner, in order to create a modern, safe and sustainable work environment.
- Approved construction budget for the project is \$1.876 billion.
- Procurement is being managed by UN Secretariat Procurement Division (UNPD) in conjunction with Skanska USA Building Inc.
- International vendors including those from developing countries and countries with economies in transition are encouraged to participate.







## UN Capital Master Plan (CMP) – Upcoming Business Opportunities

Future GMPs	Estimated Value		
DH Library Swing Space	\$10,000,000		
Conference Building and General Assembly	\$155,000,000		
Secretariat	\$210,000,000		
Campus Wide Security Contract F	\$110,000,000		
Campus Wide AV/Communication Contract H	\$30,000,000		
Fire Alarm System	\$10,000,000		
Library Renovation	\$25,000,000		
Site Landscaping	\$15,000,000		

**Further website addresses:-**

**UN Capital Master Plan homepage:**

<http://www.un.org/cmp/uncmp/english/index.asp>

**Skanska Capital Master Plan homepage:**

<https://partners.myskanska.com/usa/clients/unitednations/CMP/default.aspx>





## C. UN Global Compact





## The UN Global Compact

### Ten Principles:

1. Business should support and respect the protection of internationally proclaimed human right; and
2. Make sure that they are not complicit in human rights abuses;
3. Business should uphold the freedom of association and the effective recognition of the right to collective bargaining;
4. The elimination of all forms of forced and compulsory labour;
5. The effective abolition of child labour;
6. The elimination of discrimination in respect of employment and occupation;
7. Business should support a precautionary approach to environmental challenges;
8. Undertake initiatives to promote greater environmental responsibility;
9. Encourage the development and diffusion of environmentally friendly technologies;
10. Business should work against all forms of corruption, including extortion and bribery.

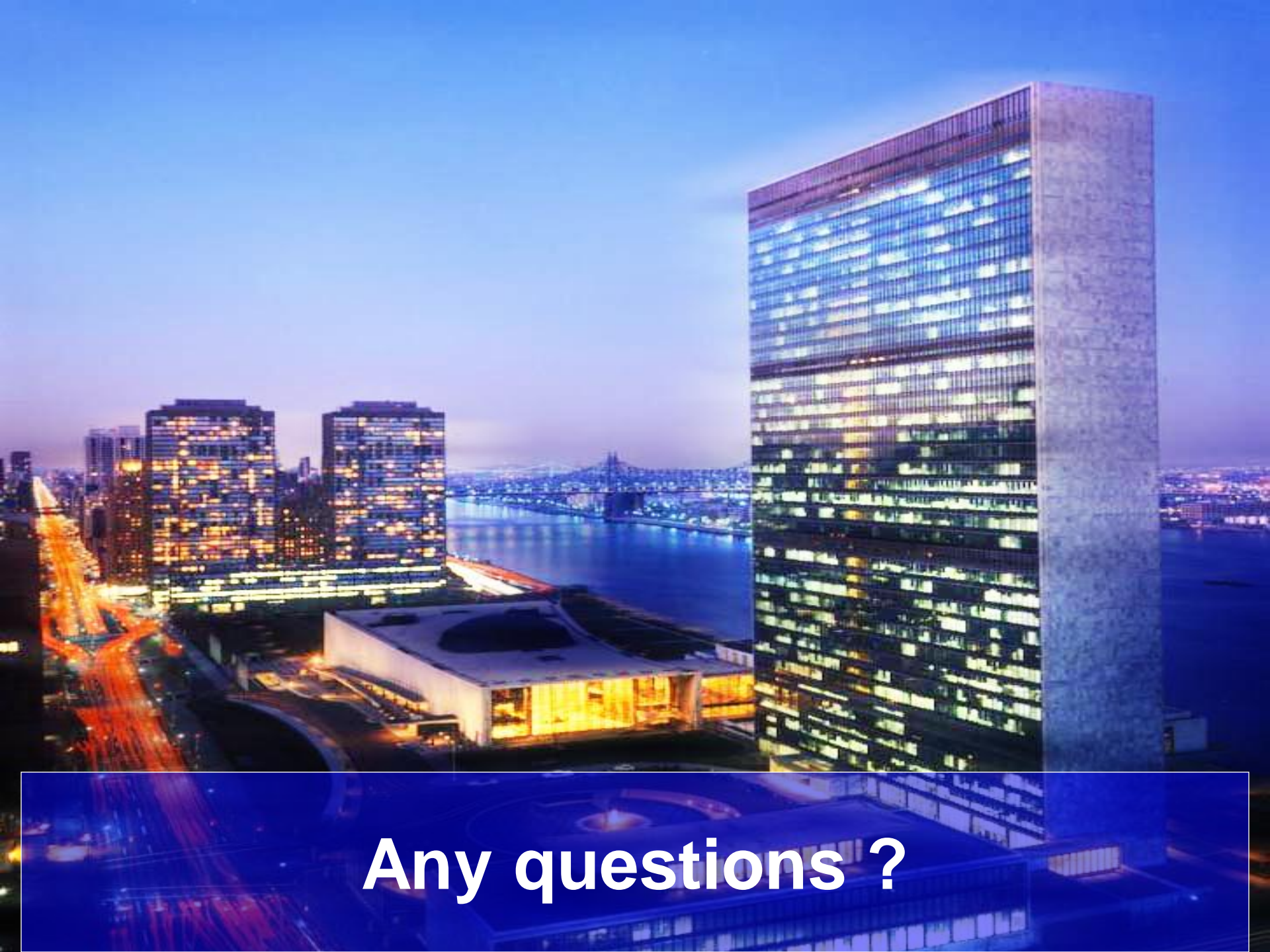
[www.unglobalcompact.org](http://www.unglobalcompact.org)





**Thank You and Good Luck**





**Any questions ?**